

PUBLIC INQUIRY INSTRUCTIONS

Go to www.sebastiancountyar.gov

Go to Circuit Clerk page

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On the next screen, if you want to look for newer filings click on the link JUSTICEWEB

If you want to look at older filings, click on LOGIN

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New Cases (from June 2015): **JUSTICEWEB**

Old Cases (Prior to June 2015), use the following information & link:

Before logging in, please read the following:

- [Disclaimer](#)
- Click the login button and enter the username and password
- Hit Enter again to bring up the menu
- When through with inquiry, please be sure to click STOP SESSION at the bottom of the screen before closing your browser



Login

Old Case General Public Inquiry Login Information:

username: ccinqw
password: ccpublic1

For connectivity or password issues, email our [HelpDesk](#)

When you click on JUSTICEWEB, you will go to



THE FIRST TIME YOU OPEN JUSTWARE ON YOUR COMPUTER: Click on the red install button. Click Save File and wait for the file to download. Run the setup.exe file from your downloads.



REOPENING JUSTWARE ONCE INSTALLED: Once Justware has been INSTALLED on your pc, to reopen Justware click Start – Programs – New Dawn Technologies – Justware Court.

USER NAME: sebco\ccinq

*****be sure to use the slash mark that is under the backspace key on your keyboard***

PASSWORD: D0cuments!

*****the 'o' in documents is the numeral zero '0'***

TO SEARCH A NAME OR CASE NUMBER

Go to the top left corner in the Quick Search box (pink arrow below)

Type in your name (format does not matter can be first name, last name; or just last name) OR

You can type in your case number (format is CV-XXXX-CASE NUMBER-F) or a G if a Greenwood case OR

If you are just checking to see cases filed after the last time you checked, type in CV-2015 and a list of all Civil cases filed in 2015 will show up OR

You can type in the type of case (Debt; Fraud; Divorce; Decedent; Guardianship, etc)

Criminal Case number format is CR-XXXX-case number-A-F, the letter A will change to B, C, D, etc. for each co-defendant. And the F will change to G for Greenwood District cases.

Quick Search CV-2015

My JustWare CV-2015

Enter additional information to refine your search.

CV-2015 Soundex Name Search Wildcard Search

0 Name record(s) and 82 Case record(s) found for 'CV-2015'

SCOT GARDNER, DANNY GARDNER ~ (DJ) Declaratory Judgment Court: CV-2015-60-F CaseID: 15-131

CV Open Received: 01/22/2015 DJ ~ (DJ) Declaratory Judgment Occurred: 01/22/2012 CaseID: 15-131 Sebastian County Circuit Court (FS) Court CV-2015-60-F

AGENCY: Sebastian County Circuit Court (FS) Court: CV-2015-60-F

[CC_Court](#)

COLUMBIA INSURANCE GROUP, LAUREN MIESNER ~ (NM) Negligence: Motor Vehicle Court: CV-2015-8-F CaseID: 15-184

CV Closed Received: 06/15/2015 NM ~ (NM) Negligence: Motor Vehicle Occurred: 01/06/2015 CaseID: 15-184 Sebastian County Circuit Court (FS) Court CV-2015-8-F

AGENCY: Sebastian County Circuit Court (FS) Court: CV-2015-8-F

[CC_Court](#)

HANNAH MASSEY, CAMRON MASSEY, TY MASSEY, VIRGIL CROUSE ~ (NM) Negligence: Motor Vehicle Court: CV-2015-9-F CaseID: 15-186

CV Open Received: 01/06/2015 NM ~ (NM) Negligence: Motor Vehicle Occurred: 01/06/2015 CaseID: 15-186 Sebastian County Circuit Court (FS) Court CV-2015-9-F

AGENCY: Sebastian County Circuit Court (FS) Court: CV-2015-9-F

[CC_Court](#)

WADE BROWN, ERIC A ROY ~ (NM) Negligence: Motor Vehicle Court: CV-2015-10-F CaseID: 15-189

CV Open Received: 01/06/2015 NM ~ (NM) Negligence: Motor Vehicle Occurred: 01/06/2015 CaseID: 15-189 Sebastian County Circuit Court (FS) Court CV-2015-10-F

AGENCY: Sebastian County Circuit Court (FS) Court: CV-2015-10-F

[CC_Court](#)

The search results for CASES, will show the icon of a folder (green circle above) you can click on the blue hyper-link and open the case file

See the screen shot below

The tabs by the pink arrow are how you will navigate through the case. Agencies and Involved parties tab will show you the people involved on the case and what party type they are (green circle) then green arrow, the For column (blue arrow) will show you who the attorney represents

The case number appears in the top bar and also in the Number field of the Agencies tab (red rectangles) the case type also appears in the top bar, in the example below, the case is a Declaratory Judgment

CV Open 1/22/2015 1:42:00 PM Case ID: 15-131 Court: CV-2015-60-F G SCOT GARDNER, DANNY GARDNER ~ (DJ) Declaratory Judgment

Case Type* CV Status* Open Status Date* 01/22/2015 01:42 PM Received Date* 01/22/2015 Agency Added By* Sebastian County Circuit Court

Agencies and Involved Parties | Charges | Other | Events | Filing Cabinet | Judgment, Sentence and Financials

Agencies

Agency Type*	Agency*	Number	Lead	Active	Notes
Court	Sebastian County Circuit Court (FS)	CV-2015-60-F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Auto-added

Case Involved Parties

Agency	Involvement*	Name*	Active	Active Date	Inactive Date	For	Arrest Date
	Attorney	CHRONISTER, REX - 144	<input checked="" type="checkbox"/>	2/20/2015		GARDNER, DANNY	
	Attorney	PROCTER PIERCE, KELLY A - 878	<input checked="" type="checkbox"/>	1/22/2015		GARDNER, G SCO	
Sebastian County Circuit Court	Judge	Tabor, Stephen - JUDGE6	<input checked="" type="checkbox"/>	1/22/2015			
	Plaintiff	GARDNER, G SCOT	<input checked="" type="checkbox"/>	1/22/2015			
	Defendant	GARDNER, DANNY	<input checked="" type="checkbox"/>	1/22/2015			

Before you search for documents in the Filing Cabinet, you may want to change the view so you can see the documents in chronological order.

When you first open the filing cabinet, your view will be like the screen shot below. If you will click on the icon that looks like a sheet of paper (green circle below, the one to the left of the blue one), you will get the date/type of document/notes – see screen shot after the one below

Agencies and Involved Parties | Charges | Other | Events | Filing Cabinet | Judgment, Sentence and Financials

Generate Doc | New Folder | Add File(s) | More

Home

View icons: List view (green circle), Grid view (blue circle)

Documents:

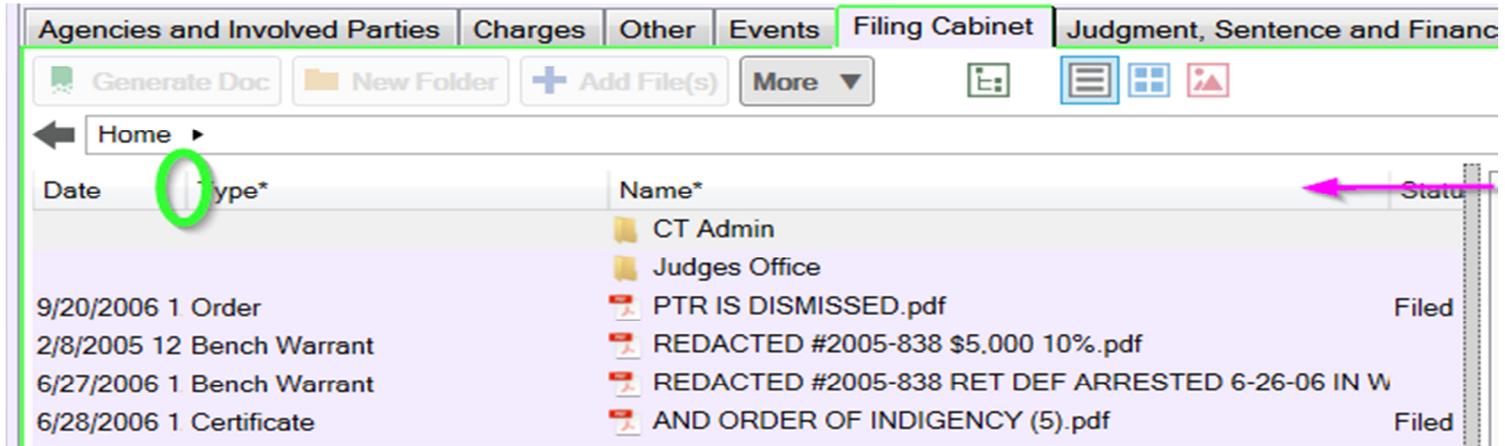
- CT Admin
- Judges Office
- PTR IS DISMISSE...
- REDACTED #2005-838...
- REDACTED #2005-838...
- AND ORDER O...
- Act 33 Notice of P...
- REDACTED BEN'S BAL...
- SET FOR PTR 8-25-...
- Petition to Revoke an...

Once you change the view from this  To the one below, you can move the columns around so the entries make more sense. **most of the clerks use this order: Date/Type/Name/Status/Notes

Put your cursor on the field you want to move so that it turns blue, then left click and move it to whatever position you choose.

Move your cursor to the faint line in between the column names (green circle) until your cursor changes to a horizontal arrow \leftrightarrow , then you can drag the column to make it whatever size you want.

Double click on the name of the column to sort by that column (if you want chronological order, double click on Date column)

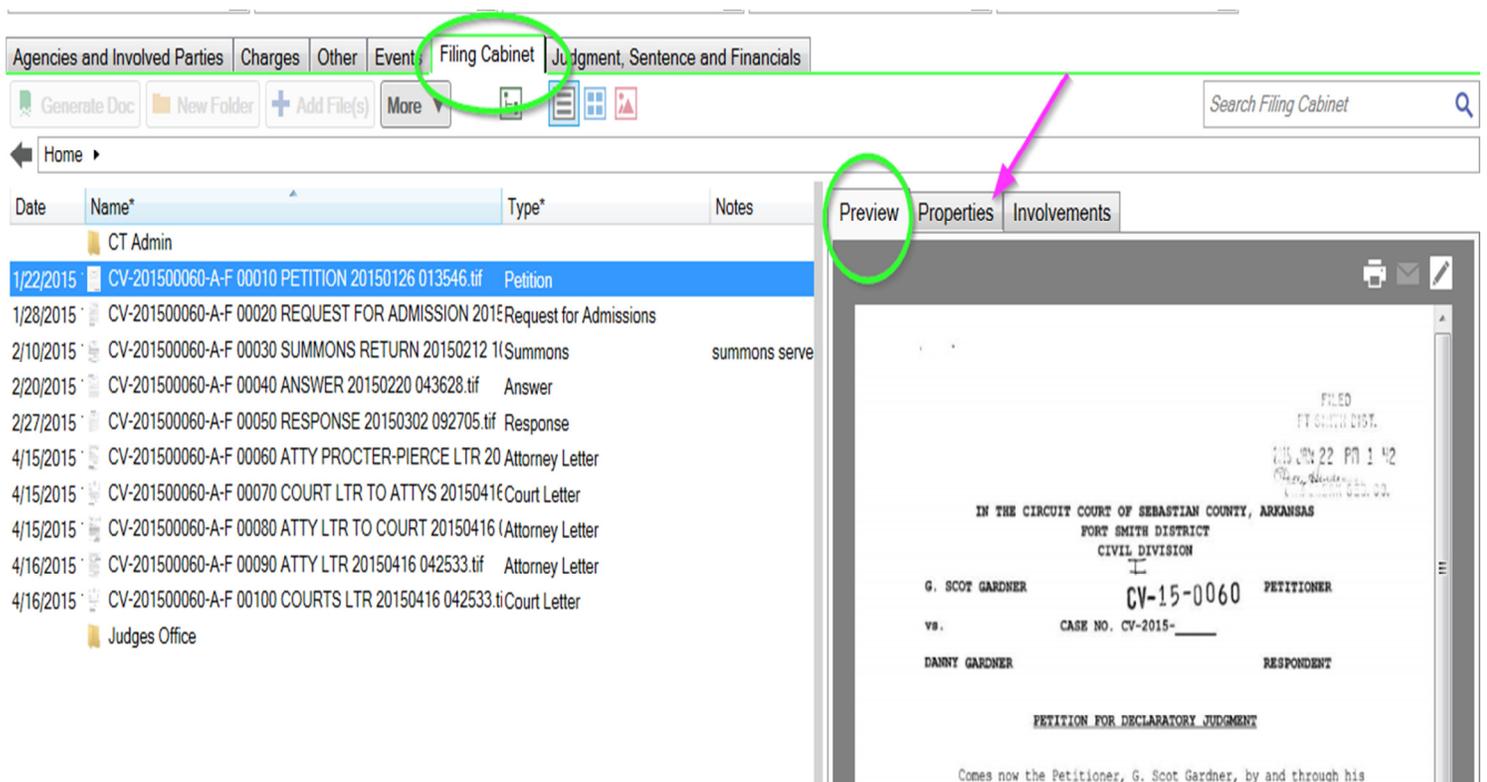


To see the documents filed in the case, click on tab Filing Cabinet (TOP green circle)

To see the document in the preview pane (on the right side/green circle) SINGLE click on the document name on the left side (see blue line highlight)

If you want to see the full document, DOUBLE click on the Document Name, if you need to print the document, in the pop up window with the document, click on the printer icon at the top toolbar

If you want to see any notes about the Document Name, click on the Properties tab (pink arrow)



TO SEE JUDGMENT ON A CASE

Go to tab Judgment, Sentence and Financials (green circle)

Go to tab Judgment (pink circle)

The Payors and Payees tab (blue circle) will show you what each party is by the check mark in the columns to the right of the name (purple arrows)

The screenshot displays a software interface for managing legal cases. At the top, a navigation bar includes tabs for 'Agencies and Involved Parties', 'Charges', 'Other', 'Events', 'Filing Cabinet', 'Judgment, Sentence and Financials', 'Sentence', 'Financials', 'Adjusting Entry', 'Bond Management', 'Judgment', and 'FTA Warrant Bond Information'. The 'Judgment, Sentence and Financials' tab is highlighted with a green circle, and the 'Judgment' sub-tab is highlighted with a pink circle. Below the navigation bar, a table shows judgment details:

Type*	Date/Time*	\$ Amount \$
Judgment	6/15/2015 8:10 AM	\$9,534.68

Below this table, the 'Payors and Payees' tab is highlighted with a blue circle. This tab contains a table with columns for 'Involved Person*', 'Email', 'Payor (Debtor)', 'Payee (Secured Party)', 'Assignor', 'Assignee', and 'Notes'. Four purple arrows point to the 'Payor (Debtor)', 'Payee (Secured Party)', 'Assignor', and 'Assignee' columns. The data in the table is as follows:

Involved Person*	Email	Payor (Debtor)	Payee (Secured Party)	Assignor	Assignee	Notes
CINCINNATI INSURANCE COM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ROJAS, KEVIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ROJAS, MARVIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NAVARRO, MARENA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	